

## Subdivision Gate-Keeping Checklist - SITE PLAN

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

County: \_\_\_\_\_

1 item missing = Submittal Rejection	Subdivision Manual Section	To be completed by engineer Initial applicable box and submit with plans If N/A, provide comment		Comments	Gate-Keeper Verification
Required Items		Provided	N/A		Y/N
Cover Letter		<input type="checkbox"/>	<input type="checkbox"/>		
Pre-submittal meeting Date:		<input type="checkbox"/>	<input type="checkbox"/>		
Electronic (pdf) copy of record plan set	3.4	<input type="checkbox"/>	<input type="checkbox"/>		
Clean, clear easy to read plan set (2 hard copies)	3.4	<input type="checkbox"/>	<input type="checkbox"/>		
Electronic (pdf) copy of preliminary entrance plans	3.4, 4.3.7, 5.2, Fig. 5-9, 5-10 & 5-11	<input type="checkbox"/>	<input type="checkbox"/>		
Initial Stage Fee	Appendix C	<input type="checkbox"/>	<input type="checkbox"/>		
Initial Stage Fee Calculation form	Appendix C	<input type="checkbox"/>	<input type="checkbox"/>		
Completed record plan checklist	Appendix D	<input type="checkbox"/>	<input type="checkbox"/>		
Traffic Impact Study (TIS) recommendation letter (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>		
TIS, RPC, TAC and DAC recommendations noted on plan		<input type="checkbox"/>	<input type="checkbox"/>		
Traffic generation diagram shown and correct	3.4.1.1	<input type="checkbox"/>	<input type="checkbox"/>		
Data Block	3.2.2	<input type="checkbox"/>	<input type="checkbox"/>		
Proper right-of-way dedication per frontage roadway classification	3.6.5	<input type="checkbox"/>	<input type="checkbox"/>		
Sight triangles, drawn correctly	5.4	<input type="checkbox"/>	<input type="checkbox"/>		
Subdivision Streets to be dedicated meeting design requirements (width and radii)	3.6.1, 5.1	<input type="checkbox"/>	<input type="checkbox"/>		
Correct typical section(s) of subdivision streets and frontage road(s)	Fig. 3-4, 5-22 & 5-23	<input type="checkbox"/>	<input type="checkbox"/>		
Metes, bounds, curve data and line charts	4.3.4	<input type="checkbox"/>	<input type="checkbox"/>		
Conceptual drainage plan(s) showing layout (to verify PE's)		<input type="checkbox"/>	<input type="checkbox"/>		
Photo showing proposed entrance location staked	4.1.1	<input type="checkbox"/>	<input type="checkbox"/>		
Calcs showing minimum connectivity ratio of 1.4 is met	3.5.6	<input type="checkbox"/>	<input type="checkbox"/>		
Misc.		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

Additional Comments:

## Subdivision Gate-Keeping Checklist - CONSTRUCTION PLANS

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

County: \_\_\_\_\_

1 item missing = Submittal Rejection	Subdivision Manual Section	To be completed by engineer Initial applicable box and submit with plans If N/A, provide comment		Comments	Gate-Keeper Verification
Required Items		Provided	N/A		Y/N
Cover Letter		<input type="checkbox"/>	<input type="checkbox"/>		
Electronic (pdf) copy of plan set		<input type="checkbox"/>	<input type="checkbox"/>		
Clean, clear easy to read plan set (2 hard copies)	Chap. 4	<input type="checkbox"/>	<input type="checkbox"/>		
Construction Stage Fee	Appendix C	<input type="checkbox"/>	<input type="checkbox"/>		
Construction Stage Fee Calculation Form	Appendix C	<input type="checkbox"/>	<input type="checkbox"/>		
Completed Subdivision Checklist	4.3, 4.4, Appendix D	<input type="checkbox"/>	<input type="checkbox"/>		
Traffic Generation Diagram(s) shown and correct	3.4.1.1	<input type="checkbox"/>	<input type="checkbox"/>		
15' permanent easement and multi-use path provided across frontage(s)	5.1.6	<input type="checkbox"/>	<input type="checkbox"/>		
Sight triangles, drawn correctly	5.4	<input type="checkbox"/>	<input type="checkbox"/>		
Subdivision Streets to be dedicated meeting design requirements (width and radii)	3.6.1, 5.1	<input type="checkbox"/>	<input type="checkbox"/>		
Correct typical section(s) of subdivision streets and frontage road(s)	Fig. 3-4, 5-22 & 5-23	<input type="checkbox"/>	<input type="checkbox"/>		
Plans reference correct horizontal and vertical datum	4.3.4	<input type="checkbox"/>	<input type="checkbox"/>		
Spot elevations to verify ADA compliance and positive runoff	4.3.7, 4.4.2	<input type="checkbox"/>	<input type="checkbox"/>		
Pipe, catch basin, flared-end section, curb, underdrain schedules	Fig. 4.3 & 4.4	<input type="checkbox"/>	<input type="checkbox"/>		
Stormwater management report and plans	4.8, ES <sub>2</sub> M Sec. 1	<input type="checkbox"/>	<input type="checkbox"/>		
Completed DelDOT ES <sub>2</sub> M Checklist	ES <sub>2</sub> M Sec. 1	<input type="checkbox"/>	<input type="checkbox"/>		
Drainage report with spread calcs, pipe cover/angle chart and HGL,	5.7.2.8	<input type="checkbox"/>	<input type="checkbox"/>		
E&S plans w/ sequence of construction	5.8, ES <sub>2</sub> M Sec. 1	<input type="checkbox"/>	<input type="checkbox"/>		
H&H calculations for ditches - Provide typical sections and shear stress calcs	Fig. 3-4, 5.5.3, RDM Fig. 6-3, RDM 6.7.3	<input type="checkbox"/>	<input type="checkbox"/>		
H&H calculations for culverts	5.7.2.1, Fig. 5-28 & 5-29, RDM Fig. 6-1 & 6-3, RDM 6.9	<input type="checkbox"/>	<input type="checkbox"/>		
DTC and/or school district contacted to determine if transit facilities are required	3.5.5.2	<input type="checkbox"/>	<input type="checkbox"/>		
Misc.		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

Additional Comments:

RDM - DelDOT Road Design Manual

ES<sub>2</sub>M - DelDOT Erosion & Sediment Control and Stormwater Management Design Guide